

DEPT OF CORRECTIONS

CONTRACT/MOU JUSTIFICATION FORM

Incomplete forms will be returned for further information.

Please check all that apply:

☐ New Contract

☐ Renewal of Current Contract

Current Contract Name and #: _____

☐ Changes to Current Contract

Current Contract Name and #: _____

☐ Termination of Contract

Current Contract Name and #: _____

Liaison making request:

Date:

Per ARM 2.5.304 and MCA 18-4-313(3), it is necessary to justify the issuance of a new contract or renewal of an existing contract in writing. Complete this form and return to the Contracts Management Bureau at corcontracts@mt.gov.

1. New Contract Requests (only):

- a. Describe scope of services (generally).
- b. Provide justification for contracted goods/services.

2. Current Contract Changes (not involving an extension of the contract period):

- a. Describe the requested change (i.e., change of liaison, address, rate, etc.).
- b. Provide justification to support requested change.

3. Current Contract Renewal (extension of contract period):

- a. Justification of extension.
- b. Indicate your satisfaction with current contractor's level of performance.
- c. Indicate why continuation of this contract is cost-effective to DOC.
- d. Are the requirements of the contract to remain significantly the same? If not, please identify the necessary changes.

4. Termination of Current Contract:

- a. Justification of termination. Please include any correspondence between Contractor and Department (if available).
- b. Effective date of termination.

Internal Use Only

Date Received: _____ Assigned to: _____

Insurance Documents Status: _____

Date Liaison OK'd draft: _____ Date Contract Routed: _____